Preparing for a Channel Islands Live Broadcast
Using Videoconferencing Equipment

Summary of Steps:
1. Determine a location for your broadcast.
2. Schedule your test.
3. Test your equipment.
4. Upon successful testing, schedule your broadcast date and time by submitting the Channel Islands Live Program Reservation Form:
   http://www.nps.gov/chis/planyourvisit/upload/CHIL-Reservation-Form.pdf
   (Note: Save the PDF fillable form to your computer, add your information in the required fields, save it again, and then attach it to an email. The email address is listed on the form.)

STEP 1—Determining a location

An important step in preparing for your live program is to determine where you will be showing the broadcast. This location should have the following:

1. **Connection to the Internet**
   The minimum bandwidth needed to support the broadcast is 768Kbps. Check with your IT support staff if you do not know your connection rate or to get an estimate, visit http://www.speedtest.net.*
2. **Videoconferencing equipment**
   You have different options to make this broadcast interactive. These instructions are for use of videoconferencing equipment such as Cisco™ Telepresence, Polycom™, Tandberg™, LifeSize, or similar equipment.
3. **Projector, large screen monitor, or interactive whiteboard**
   The screen at your location should be of good quality and large enough so students can easily see the broadcast image. Check the lighting in the room to make sure the image is clear. You may have to turn off lights or close window blinds as necessary to minimize backlighting.
4. **Audio system**
   External speakers are preferred. Be sure the speaker volume is set loud enough for everyone to hear clearly.

5. **Microphone**
   An integral (built-in) microphone will work but an external USB microphone works best. Make sure the microphone placement is easily accessible to students to help facilitate interaction with the park ranger. This is critical to the success of the program.

6. **Webcam**
   This allows the ranger to see your classroom. These broadcasts run live on the park's website. Please be aware of your school's Media Release/Consent Form requirement. Be prepared to point the web camera away from the students so that their images are not broadcast out to the Internet.

STEP 2—Scheduling a test

Contact Josh Kaye-Carr at Channel Islands National Park

Contact Josh at Josh_Kaye-Carr@nps.gov or 805-658-5700 x5919 to set up a testing date and time. Testing can be scheduled on Tuesdays and Thursdays between 9:00 and 10:00 am, or between 2:00 and 3:00 pm Pacific time.

Your broadcast will not be scheduled until a successful test is completed. Please do not send in your reservation request form until you have completed a successful test.

STEP 3—Testing your videoconferencing equipment:

1. **Call Josh Kaye-Carr at Channel Islands National Park**
   (805-658-5700 x5919 or x5810) at your reserved testing time.

2. **Place a call from your videoconferencing equipment.**
   Perform one of the following, depending on the capabilities of your specific equipment:
   - Initiate a SIP call to **ven@vcoe.org**
   - Initiate an IP call to **207.157.245.40**

   You should receive video and audio from Josh Kaye-Carr who is assisting you with testing your connection.

3. **Keep this connection up for 5 minutes**
   This is to ensure a stable connection. After 5 minutes you should hang up and end the connection.

4. **Test receiving a call**
   Accept any incoming calls from Josh Kaye-Carr and keep the call connected for 5 minutes to ensure stability.

Provide this document to your IT support, if needed:
http://www.nps.gov/chis/planyourvisit/upload/Network-and-Equipment-Requirements-for-CHIL.pdf

STEP 4— Schedule your broadcast

Schedule your broadcast date and time after completing successful testing by submitting the Channel Islands Live Program Reservation Form:
http://www.nps.gov/chis/planyourvisit/upload/CHIL-Reservation-Form.pdf
(Note: Save the PDF fillable form to your computer, add your information in the required fields, save it again, and then attach it to an email. The email address is listed on the form.)

Once your request is processed you will receive an email confirmation of your broadcast date and time. "Day of Broadcast Instructions" will be included with this email.

FOR ASSISTANCE: *If you have difficulties please contact Josh Kaye-Carr at Channel Islands National Park at 805-658-5700 x5919 or x5810. If he is not available, contact Ventura County Office of Education's Help Desk at 805-383-1955. Be prepared to provide the name and phone number or email address of your IT support contact so that we can work with them to resolve any remaining issues.*

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